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C-A OPERATIONS PROCEDURES MANUAL

9.2.4 Procedure For Preparing An ESRC Check-Off List And Assuring That ESRC Recommendations Are Completed

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Attachments

Hand Processed Changes

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Approved: _____ Signature On File _____
Collider-Accelerator Department Chairman Date

Y. Makdisi

C-A-OPM 9.2.4 (Y)

9.2.4 Procedure For Preparing An ESRC Check-Off List And Assuring That ESRC Recommendations Are Completed

1. Purpose

- 1.1 To provide guidance to the Experimental Safety Review Committee (ESRC) and liaison physicists in the process of creating a check-off list for conventional safety items associated with an C-A experiment. The check-off list requires designated personnel to verify that the required conventional safety items are in place prior to routine operation of an experiment.
- 1.2 To provide instructions to the ESRC Chair and the C-A Associate Chair for ESHQ on assuring that recommendations of the ESRC are acted on to completion.
- 1.3 ESRC recommendations can be from the minutes of the ESRC and memoranda to/from the ESRC Chair and are categorized into two classes:
 - 1.3.1 Check-off List Items - These items are required to be completed before initial start-up of an experiment. Completion is to be verified on the ESRC Check-Off List.
 - 1.3.2 Action Items - These items are not required for start-up of a specific experiment and should not appear on the ESRC Check-Off List. They relate to long-term improvements to the experimental areas.

2. Responsibilities

- 2.1 A person (usually a liaison physicist) shall be designated by the ESRC Chair to generate a check-off list for an experiment.
- 2.2 The Collider-Accelerator Chair or designated representative will review and approve the check-off list.
- 2.3 MCR Operations Coordinator will follow instructions on the check-off list ensure the required items on the check-off list are completed.
- 2.4 It is the responsibility of the ESRC Chair to designate personnel to track Action Items for the Collider-Accelerator Department, (e.g., liaison physicist or liaison engineer for an experiment).

3. **Prerequisites**

- 3.1 Qualified and trained ESRC members, liaison physicists, liaison engineers and MCR Operations Coordinators.
- 3.2 Check-off List Items and Action Items are generated from a review of the conventional safety issues for an area.

4. **Precautions**

- 4.1 The designated responsible person shall ensure that all items that must be completed prior to allowing beam to the experiment are included in the ESRC Check-off List.

5. **Procedures**

5.1 ESRC Check-Off List Items

- 5.1.1 ESRC Check-Off List items shall be designated by CK-Year-Experiment Number-Item Number (e.g., CK-95-E898-01).

- 5.1.1.1 This nomenclature shall be used in ESRC minutes and also used on the check-off list.

- 5.1.2 The ESRC Chair shall designate a responsible person (e.g. liaison physicist) to prepare the check-off list for the experiment.

Note:

The designated responsible person shall include all appropriate items on the ESRC Check-off List. The items must be specific, be numbered, and be briefly stated on the check list. Examples of specific items are given [in C-A-OPM-ATT 9.2.4.a.](#)

- 5.1.3 The Check-Off List should include the items below (read [C-A-OPM ATT 9.2.4.b](#) for an example check-off list):

- 5.1.3.1 Title - signifies experiment.

- 5.1.3.2 Prepared by - identifies who prepared the list and when prepared.

- 5.1.3.3 Approved by - identifies who approved and when approved.

5.1.3.4 Devices requiring established set-points should have the set-points and device name recorded on the list.

5.1.3.5 All hazard barriers shall be identified on the list.

5.1.3.6 All User procedures shall be identified on the list.

5.1.3.7 Gas detectors, leak detectors, fire wire, smoke detectors and any interlocking safety device shall be listed by type of device and by location within the experimental devices or experimental areas.

5.1.3.8 Due date/s for completion of items.

5.1.4 Each Check-Off List Item shall be associated with the title of who is responsible for verifying its completion, e.g., [liaison physicist \(LP\)](#). Common abbreviations for titles should be stated on the check-off list.

5.1.5 Liaison physicists shall review [C-A-OPM 9.2.4.a](#), "Considerations When Making an ESRC Check-Off List" in order to help ensure all appropriate items are addressed.

5.1.6 The liaison physicist shall sign in the "Prepared by" spot and send the proposed list of check-off items to the ESRC Chair for approval.

5.1.7 IF in agreement, THEN the ESRC Chair or designate shall sign the list "Approved by" spot.

5.1.7.1 The ESRC Chair or designate shall forward the Check-Off List to the Assistant Head of Operations.

5.1.7.2 A copy of the approved check-off list shall also be maintained in ESRC files.

5.1.7.3 A copy of the approved check-off list shall be sent for inclusion in the Experiment Run Book.

5.1.8 The "on-duty" Operations Coordinator shall verify the ESRC Check-Off List has been signed by the designated parties prior to the specified due date on the List before allowing set up to continue.

5.1.9 Modifications - All modifications to the ESRC Check-Off List must be reviewed and approved by one member of the ESRC and the designated

responsible person for that experiment, (dated and initialized on the ESRC Check-Off List).

5.1.10 Completed (including previous year) ESRC Check-Off Lists shall be maintained by the Assistant Head of Operations.

5.2 Action Items

5.2.1 Action Items shall be designated by the nomenclature: ACT-year-sequential number (e.g., ACT-1995-01).

5.2.1.1 This nomenclature shall be used in ESRC minutes and on the Action Item Form.

5.2.2 An example ESRC Action Item Form is shown in [C-A-OPM ATT 9.2.4.c](#).

5.2.3 The ESRC Chair will assign a committee representative to track the item to its completion.

5.2.4 The C-A Associate Chair for ESHQ will maintain a file of ESRC Action Items.

5.2.5 Non-completed Action Items will be reviewed periodically but at least annually by the C-A Associate Chair for ESHQ and the ESRC Chair for progress to completion.

6. **Documentation**

6.1 C-A ESRC minutes and memos.

6.2 ESRC Check-Off Lists.

6.3 ESRC Action Item Form.

7. **References**

None.

8. **Attachments**

8.1 Considerations When Making an ESRC Check-Off List, [C-A-OPM ATT 9.2.4.a](#).

8.2 Experimental Safety Review Check-Off List, [C-A-OPM ATT 9.2.4.b](#).

8.3 ESRC Action Item Form, [C-A-OPM ATT 9.2.4.c](#).